

TARGET SHEET

SITE NAME: EXPLO SYSTEMS INCORPORATED

CERCLIS I.D.: LAR000072223

TITLE OF DOC.: [STANDARD OPERATING PROCEDURES FOR SHIPPING AND RECEIVING EXPLOSIVE MATERIAL, PART 1 OF 2]

DATE OF DOC.: 06/24/2013

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WHICH HAVE BEEN REDACTED UNDER FOIA
EXEMPTION 4 - CONFIDENTIAL BUSINESS

COMMENTS : INFORMATION



CHEMICAL LABORATORY PROCEDURE

24.1 INTRODUCTION

These Standard Operating Procedures cover the essential elements required for analyzing TNT.

Information Includes:

**General Safety Guidelines Equipment,
Tools and Materials Personal Protection
Equipment Procedures Referenced
Documents**

These procedures must be adhered to at all times. Any changes in operating procedures must be written and approved by Explo Systems, Inc. management prior to implementation.

24.2 GENERAL SAFETY GUIDELINES

It is Explo Systems, Inc. policy to cease any operation where operations appear unusual, different, abnormal, or where doubt exists. Safety of our personnel and protection of equipment and facilities will always be place before production. Contact a Supervisor immediately for any unusual occurrence. In the event of an emergency evacuation (fire or potential explosion) sound the warning signal to alert all other Team members.

In the event of an electrical storm approaching work areas where explosives are stored or handled, the Supervisor will make the decision to evacuate the work site. If the work site is to be evacuated, close and secure doors on all vehicles and storage. All personnel are to be transported to an empty igloo, main office or Change House until the danger has passed.

Clothing of at least 55% cotton or greater must be worn at all times. This includes undergarments and socks.

Only approved Personal Protective Equipment (PPE) such as eye protection, dust masks and latex gloves should be worn.

General housekeeping procedures are to be practiced in all areas. Explosive spills will be cleaned up immediately. Only use fiber bristle brush or broom and a non-sparking dust pan to promptly clean up Explosive spills. Place waste into a properly marked waste explosive container.

Although fire extinguishers are present, it is the policy of Explo Systems, Inc. that there will be no attempt to fight explosive related fires. In case of a fire, sound the alarm to notify all team members and then evacuate the building.

Do not block exits.

Handle explosive items carefully. Explosives shall not be thrown about, handled roughly, dropped, or walked over other explosives.

No matches, lighters, or other flame producing devices are allowed within Explo Systems, Inc. facility grounds.

24.3 SAFETY GUIDELINES

See general safety guidelines

Unless otherwise stated, only trained operators will perform the steps of this operation. If any problems are noted that affects the safety or quality of this operation, the operator will stop the operation and immediately notify supervision. The operation will not be restarted until authorized by supervision.

Use proper lifting techniques when manually handling material or equipment.

Equipment, Tools, Materials

See individual analysis paragraphs

PERSONAL PROTECTION EQUIPMENT

Latex Gloves,
Particle Dust Mask,
Lab Coat

Unless otherwise indicated, all Personal Protection Equipment must be used for each step of this procedure.

REFERENCED DOCUMENTS

A. Instrument instruction manual

B. W.Slavin , ‘Atomic Spectroscopy’, InterScience Publishers, New York,1968

SUBJECT: Atomic Absorption Spectrophotometer

24.4 PURPOSE

General – Qualitative and quantitative identification of metals in aqueous and non-aqueous solutions.

Specific examples:

1. Metals in ground, surface or drinking water or treatment system effluents.
2. Determination of sodium content.
3. Analysis of alloys where dissolution is possible.
4. Analysis of various parameters related to metal concentrations.

REFERENCED DOCUMENTS

- A. Instruction Manual for the instrument
- B. W. Slavin, Atomic Absorption Spectroscopy, InterScience Publishers, New York, 1968

MATERIALS AND EQUIPMENT

- A. Perkin Elmer Model 5000 Atomic Absorption Spectrophotometer
- B. Standard Reference Materials traceable to National Standards (i.e. NIST)
- C. Matrix Blank appropriate to each analysis. (i.e. TCLP blank, 5% HNO₃ for GFAA, Flame Matrix, etc.) The matrix blank must contain all the same reagents that the samples will contain when analyzed on the AA. A blank must also be prepared along with the samples. A prepared matrix blank may be used to dilute samples or zero the instrument before analysis. The sample blank is used to detect procedural problems.

SPECIAL PRECAUTIONS

- A. Periodically check fuel line connections and cylinders for leakage.
- B. Exhaust vent must be turned on during operation.
- C. The flame must be turned off if the operator leaves the room.
- D. To improve lamp longevity, turn off the lamps when not in use.
- E. Always wipe the nebulizer tube with a Lab Wipe before immersing it in the next sample or standard. To prevent nebulizer damage, hold the tube when wiping.
- F. NEVER run the flame without the nebulizer tube immersed in liquid, preferably aqueous.
- G. When finished for the day, or when changing burnerheads, immerse the nebulizer tube into 5 to 10 mL of 5% nitric and allow to run until the liquid is gone. This removes the salts and other contaminants from the burner chamber. Then place the nebulizer into 40 to 50 mL of Milli-Q water until it is gone. This removes the acid from the burner chamber and prolongs the life of the gaskets and metal parts, especially the nebulizer.

Pollution Prevention

All unknown wastes are treated as hazardous.

TOLERANCES

Refer to specifications for individual sample types.

Validation Data

Not Applicable

SAMPLING

Refer to specifications for individual sample types.

Use of Sample Chain of Custody

Not Applicable

PROCEDURE

A. Instrument operation.

1. Start-up

- a. Turn the gasses on at the cylinders for Nitrous Oxide and Acetylene. When Nitrous Oxide is used, be sure to plug in the heater.
- b. Open the air valve at the air filtration unit.
- c. Turn on the power to the main instrument first, then the gas box or other components required for analysis. (the surge protector remains on to protect the instrument from power surges).

- | | |
|---------------------------------|---------------------------------|
| 1) PE 5000 AA Spectrophotometer | Computer controller |
| 2) Burner Control Unit | AAAnalyst 800 Spectrophotometer |
| | 3) Furnace cooling unit |
| | 4) Printer |
| | 5) Autosampler |

1. Start-up, continued

- d. Magnetic Card Programming: To program the instrument, select the program card required (Appendix I), place the side with writing face up (magnetic down) in the magnetic card reader "in" slot and press RCL (for recall). Do not press "store", or the Mag card will be erased and then will have to be reprogrammed.

For each program numbered on the magnetic card, a set of conditions will be programmed into the computer. To analyze for an element listed on the card, enter the number (1-6) and press RCL. Do not press "STORE" or the program will be erased and replaced with the current conditions on the instrument.

- e. PC Programming: Start the Atomic Absorption program and choose the appropriate program for the metal of interest.
- f. To start the flame, press the FLAME ON/OFF button on the burner control unit. Place the end of the nebulizer in AA Matrix or Milli-Q water.

NOTE: Never operate the flame without liquid going through the nebulizer. This damages the burner chamber and warps the burner head.

2. Analysis: the AAAnalyst 800 can be programmed to run itself automatically

3. Analysis using the PE 5000 AA:

- a. Zero the instrument using matrix blank. Press the AZ button when the matrix blank has been nebulizing for at least 5 seconds.
- b. If using standards for calibration, go to step e.
- c. If standard additions are being used, read the absorbances by immersing the nebulizer in the sample and pressing the READ button after 5 seconds.
- d. The numerical display is the average absorbance of the sample. Record this number in the AA logbook next to the amount of standard in the sample. (sample + 0, +1, +2 ppm, etc.) go to step n.
- e. Check the programmed standards by pressing CHK then S1. The numerical display will indicate the programmed value for the first standard. After pressing S2, the value for the second standard is displayed.
- f. If the programmed standard values are not the same as the concentrations to be used, enter the concentration of the first standard and press S1 (after turning off the CHK button) then enter the concentration of the second standard and press S2.

NOTES: 1) The first standard is the lower of the two concentrations.

2) The instrument will not operate when the light beside the CHK button is flashing. To take the computer out of CHK status, press the CHK button a second time.

g. Several AutoZeros may be necessary to stabilize the baseline. Check for baseline stabilization by pressing READ. The average should be 0.000.

2. Analysis, continued

h. After the instrument is zeroed and the standard concentrations are programmed, immerse the nebulizer in the first standard and press S1. The instrument will automatically set the calibration. Press the ABS button and record the absorbance for the first standard in the calibration log. Press the CONC button to return to the calibration.

i. Immerse the nebulizer in the second standard and press S2. Read the absorbance and record it in the calibration log.

j. Check the standards concentrations or a third-party standard (ERA or NIST) to insure the calibration is accurate. Immerse the nebulizer and press READ. Record the observed result and the expected result (Observed/expected) in the calibration log.

k. Determine the sample concentration by immersing the nebulizer in the sample and pressing READ.

l. Record all concentrations in the AA logbook.

m. After all samples have been analyzed check the standards again (or between every 10 samples). If the standards do not read within 10 % of the original reading, re-calibrate and re-analyze the samples.

n. Immerse the nebulizer in 0.1% HCl or 5% HNO₃ and allow the flame to aspirate for 1 to 3 minutes (until the flame is no longer yellow). (This removes the salts and metals out of the burner chamber.)

NOTE: The Chromium program uses a yellow flame, change to another program for this step.

o. Immerse the nebulizer in Milli-Q water and allow to aspirate for 1 to 3 minutes. (This rinses the acid out of the burner chamber.)

p. Turn off the flame by pressing the Flame ON/OFF button.

q. Turn off the gasses at the cylinders (not the air, yet).

r. Press the check flow button on the gas box and allow all the gasses to escape up the fume hood.

s. Once the flow stops, press AIR ONLY (it stays on) and turn off the air valve behind the AA. Allow all the air to evacuate up the fume hood.

t. Turn off the AIR ONLY button, then turn off all power switches to the instrument.

3. General Operation:

a. Use the two-inch burner head for the nitrous oxide flame.

b. Clean the nebulizer daily (Step 2.n.) to prevent corrosion.

c. When analyzing for Sodium or Potassium, before beginning the analysis, thoroughly clean the burner head and burner chamber with dilute HCL and water. Standards must be prepared without KCl.

d. Each week, the burner chamber and burner heads must be cleaned and checked for wear. Replace any gaskets, o-rings, flow-spoiler or impact bead that indicates wear. Be sure to re-order a replacement.

e. Major maintenance or repairs shall be coordinated by the Water Analysis Supervisor.

- B. Initial Calibration shall be performed whenever a method is implemented or changed. A series of standard solutions containing different amounts of the analyte of interest is analyzed to determine optimum conditions and linearity limits.
- C. Daily calibrations are to be performed using standards above and below the sample concentrations.
- D. If the concentration of a sample is above the linearity limits of the calibration, the sample is diluted and analyzed again.
- E. Program Cards shall be programmed according to the Instrument instruction manual.

RECORDS AND REPORTING

- A. Daily calibration records are maintained within easy access to the operator. During slow production periods, these records may be recorded in the AA logbook with the analysis.
- B. Maintenance and usage logs shall be within easy access to the operator.

Method Performance

Refer to individual methods for method performance

CORRECTIVE ACTION

If calibration cannot be accomplished individual methods for method performance.

- A. :
 - 1. Check to see if the appropriate Lamp is correctly installed and the correct current is being used. If the lamp energy is erratic, the lamp is either not plugged in properly, or is not operational.
 - 2. Check the Burnerhead for alignment and cleanliness.
 - 3. Check Standards for age, contamination, etc.
 - 4. Check conditions of analysis for programming errors.
- B. If calibration is still not possible, contact the Water Lab Supervisor for assistance.

ANALYST

Programming of Magnetic cards shall be performed only by specifically trained personnel with the approval of the Water Lab Supervisor.

APPENDIX 1. PROGRAM CARDS

<u>LPDES Analysis</u>	<u>Card 1A</u>	<u>Extra Parameters</u>	<u>Card 1B</u>
<u>Program</u>	<u>Analyte</u>	<u>Program</u>	<u>Analyte</u>
1	Zinc	1	Zinc
2	Copper	2	Cadmium
3	Aluminum	3	Aluminum
4	Chromium	4	Chromium
5	Iron	5	Iron
6	Nickel	6	Nickel
Tap Water	Card 2A	EP Tox	Card 2B
1	Magnesium	1	Lead
2	Manganese	2	Cadmium
3	Barium	3	Barium
4	Calcium	4	Silver
5	Iron	5	Arsenic
6	Potassium	6	Mercury
Prop Mix	Card 3A	Band Turnings	Card 4A
3	Aluminum	1	Zinc
6	Potassium	5	Ir



EXPLO SYSTEMS, INC.

Emergency Response Procedures

1. OBJECTIVES

- a. To save lives and prevent injuries
- b. To minimize property damage
- c. To insure continuity of operations
- d. To maintain good public relations

2. SCOPE

To establish an organized protection plan to cover local emergencies such as fire and explosions. It is sufficiently flexible to permit implementation under various operating and shutdown conditions as well as emergencies such as downed aircraft, bomb threats, violent weather and other situations.

3. GENERAL

The senior personnel immediately available on site at the time of the incident will assume emergency response duties. The line organization follows the direction of senior personnel as they arrive. When a disaster occurs, the emergency procedures are used to handle injuries and damage, protect property and manage public interest.

In the event of an on-plant disaster, assistance is available from the La. National Guard, Minden, LA Police and Fire Departments, the Bayou Ambulance Service and the Louisiana Highway Patrol. Since Explo Systems site is located within the confines of the Louisiana National Guard, camp Minden, access to the general public is controlled at the (Camp Minden) main gate. All Explo Systems personnel have permanent badges and will be allowed access to Camp Minden.

The La. National Guard, Bossier Fire Department, and Minden Fire Department will dispatch firefighting equipment to the designated control point located at the intersections of Java Rd and Third Street and Java Rd. and Fourth Street from which point it will be available by direction of the senior plant personnel.

No fire in or around an operating building containing explosives is to be approached by anyone if there is any danger of an explosion.

Evacuation and avoidance of buildings containing explosives in the vicinity of an explosion must be prompted and as complete as possible to affect the least exposure

of personnel as long as any possibility of danger exists. Attached is a map of the evacuation routes.

The assembly area will be the parking lot in front of Bldg. 1601. If the parking lot is untenable, the intersection Third Street and Java Rd. will be the assembly area.

In the event of a fire (engine or brakes) in a truck loaded with explosives, progress of the flame and effectiveness of fire fighting will govern whether:

- The truck can be moved to a place where other facilities will not be threatened.
- Fire fighting efforts will continue and after the fire is distinguished, remain with the equipment for a minimum of 30 minutes to ensure the fire will not reignite.
- If the fire is uncontrollable, abandon the equipment and area immediately. Report the fire to management and the local authorities.

SAFETY OF PERSONNEL IS OF FIRST IMPORTANCE

4. ALARMS

Explo Systems utilizes a small workforce and the alarm systems are by direct voice communication (shouting) and an electronic alarm system where one individual can quickly alert the other employees.

In case of a fire or explosion, the alarm will be sounded and the disaster plan mobilized.

5. CONTROL CENTERS

The Bldg. 1601 is designated as the Central Control Center. In the event the main office should become untenable, the Central Control Center will be moved to the crossroads of Java Rd and Third Street.

6. RESPONSIBILITIES

A Managing Director is responsible for the protection of personnel, buildings and the dissemination of information to the news media. In the event of an explosion or fire, the following will be notified as promptly as possible following the securing of the operation and danger area.

A Managing Director will act as the Chief of the Incipient Fire Fighting Group. In his absence, the line organization will assume this role.

7. PUBLIC RELATIONS

Prompt dissemination of information to the media following a disaster is very important to prevent exaggerations, distortions and misunderstandings that often arise when the public is denied facts within a reasonable time.

Reporters and photographers can be expected to arrive at the plant very soon after a disaster has occurred. It is better, therefore, that they obtain information from an authorized source, preferably a Managing Director.

Reporters should be briefed at the Camp Minden main gate and supplied with available facts even though this information is fragmentary. The names of employees injured seriously or fatally, however, should not be given out prior to notification of families. It is important to reassure families of the uninjured as soon as possible to relieve their anxiety.

The media should be assured that they will be supplied with additional information, as it becomes available and that those wishing to visit the scene of the disaster will be escorted there as soon as security permits. Explain the reasons for requiring visitors to be accompanied at all times by a member of supervision. They are the responsibility of the Company while they are on Company property and must be protected in every way possible.

8) PROCEDURES

8a) FIRE / EXPLOSION

In case of a fire or explosion, operating personnel will immediately through direct voice communication (shouting) and or activating the electronic alarm for evacuation of all personnel to the assembly point. Office personnel will call 911 and or the Camp Minden Security, Bossier and Minden Fire Departments, Louisiana State Police and the Bayou Ambulance Service if needed.

Upon hearing the alarm or the explosion, personnel in the plant area will immediately exit the buildings and move to the designated assembly point by the safest route possible. It is important that all persons report promptly to the assembly point to facilitate a count to determine if anyone is missing.

The Camp Minden Security will designate an individual to man the front gate. Only employees and emergency vehicles will be admitted. The media will be held at the Camp Minden main gate until it is determined if or when they may visit the site.

No attempt should be made to clear up or repair the damage other than to make the plant safe, unless authorized by management. The scene of the explosion should be left untouched so that a full investigation of the remains and circumstance can be made.

No more than a foreman and four men will conduct the firefighting efforts. All other employees shall remain at the assembly point in reserve until called into duty.

All fire fighting activities are restricted to extinguishing grass and brush fires in the vicinity of operating buildings once it is determined that there is no danger from explosions.

Operators shall not perform any fire fighting duties while wearing explosive contaminated clothing. Exterior contaminated clothing may be removed or water soaked. Duties more remote from the fire may be assigned to individuals where there is doubt in regard to the safety of their clothing.

PROCEDURES ON SHIFTS OTHER THAN DAY SHIFT

On operating nightshifts the senior operator is in complete charge until senior management arrive and will proceed as follows:

- a. Sound alarm and account for all personnel
- b. Dial 911 and or Call Camp Minden security (318-382-4171)
- c. Call the Louisiana State Police, the Bossier and Minden Fire Departments and Bayou Ambulance Service if needed.
- d. Organize a Fire Fighting Group and designate an individual to man the front gate.
- e. Call Management.

8b) SPILLS / RELEASES CHAMICAL PROGRAM

In the event of a release or spill of significant portions of gasoline or other reportable chemical, plant personnel must be evacuated and cleanup of their release entrusted to an outside-qualified source.

Chemtrec 1-800-424-9300

Louisiana Dept. of Environmental Quality (DEQ)

1-(225) 342-1234

8c CHEMICAL HAZARDS

During the manufacturing process, you will come in contact with various chemicals. It is important that you are aware of the hazards related of these chemicals, such as health effects, first aid, personal protection, spillage, storage and transportation.

This information is available from the relevant Material Safety Data Sheets. The MSDS file is located in the Lab Managers office. MSDS for specific hazards are also available at their production areas inside the plant.

Before you come in contact with a chemical for the first time, **READ THE MSDS.**

NOTE: DO NOT HANDLE any chemical if there is not an MSDS available. Go to the supervisor for further information.

There will be no storage of hazardous materials (such as paints and petroleum products) except as authorized by management.

SAFETY EQUIPMENT

First Aid – All injuries must be reported to the supervisor and Safety Mgr. and recorded on an incident / accident report form #36.

FIRE EXTINGUISHERS

Fire extinguishers are strategically located throughout the plant and must remain in those positions unless in use.

GOOD HOUSEKEEPING

A good standard of housekeeping must be maintained at all times. Personnel with suitable knowledge and training should only handle chemicals.

The basic rule when handling all chemicals is to avoid exposure. In many cases an immediate response to exposure will be obvious, such as with skin contact, odor, irritation of eyes, nose or throat.

Possible exposure at low levels must always be taken into account. The body's senses, especially smell, can be dulled by repeated or prolonged exposure.

Materials that react together must be recognized. Utensils and hand equipment (scoops, shovels) must be identified as suitable for use with individual chemicals.

Spills must be cleaned up immediately. Many spills can create extremely slippery surfaces. Consult the Material Safety Data Sheet for instructions.

8d) BOMB THREAT

Should a bomb threat be received during regular working hours, the plant operating buildings will be evacuated immediately. Notification will be given verbally through supervisory channels. All equipment will be shut down. Plant personnel will assemble at the main office.

The La. National Guard, Camp Minden security, Webster Parish Sheriff & FBI will be notified and the person on the plant in highest authority will arrange for an investigation.

Should a bomb threat be received during a time when the plant is not in regular operation, management must be notified immediately for implementation of the above procedure.

TELEPHONE PROCEDURES

To aid in possible identification, the person receiving the call should:

- a. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
- b. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
- c. It may be advisable to inform the caller that the detonation of a bomb could result in death or serious injury to many innocent people.
- d. Pay particular attention for any strange or peculiar background noises such as motors running, music and type of music and any other noises that might provide even a remote clue as to the place from which the call is being made.
- e. Listen closely to the voice (male – female), voice quality, accents and speech impediments.

8e) **NATURAL DISASTERS**

Plant Superintendents will monitor and maintain the Lightening Protection System during their respected shifts. When advised of an approaching lightning storm, action will be taken to shut down operations and evacuate operating personnel on S-Line to the Bldg. 1601. (Laboratory personnel will cease explosive testing until lightning has passed and given approval to resume work by the Laboratory Manager). Notification will be given verbally by the Superintendent through supervisory channels and sound of the alarm system if necessary.

In some cases, storms will develop over or very close to the plant and advance warning is impossible. Supervision must be alert to these situations and initiate shut down of operations.

In case of Tornado activity, the Fallout Shelter (Bldg. 1601) will provide shelter if time permits. Otherwise personnel should seek shelter in non-explosive hardened structured/rooms or bunkers. If time permits, personnel should take action to de-energize the plant electrical powers.

If a natural disaster strikes the plant site, the disaster plan will be put into effect and appropriate support agencies notified.

8f) **Electrical Black-Out**

Due to the geographical location and pre-condition of Explo's facilities, (S Line and Chemical Lab) it is likely that there will be times when a loss of electrical power will

occur. When these emergencies occur, the following procedures must be followed to expedite getting power restored as soon as possible.

When the power goes out, immediately notify one of the assigned members of the Emergency Response Team:

- | | |
|-------------------|--------------|
| a) Terry Wright | 318-470-6641 |
| b) Cliff Morrison | 318-572-7091 |
| c) Danny Darden | 318-393-8905 |
| d) Tommy Burge | 318-393-8813 |
| e) Mike Kile | 318-780-7987 |
| f) Todd Dietrich | 318-470-5687 |

The Emergency Response Team member will call Entergy to report the nature of the problem by calling 1-800-766-1648. Report "This is _____ with Explo systems, Inc. at Camp Minden in Minden, La. We have lost power. This is an explosives operation so we need immediate attention. The account number for this area is:

Chemical Lab account number: 80319866

S line account number: 80319833

Scale House account number: 80790975

Get the name of the person you talk with

If electrical black-out is caused by down power lines, follow the safety tips below:

- a. A downed power line is potentially hazardous. Always assume a fallen wire is "live" or "hot" even if it looks harmless. If the wire is energized or "live," it will electrically charge anything that comes into contact with it.
- b. Never touch anything the fallen wire has been in contact with. Do not try to move a downed power line or anything in contact with it by using another object such as a branch, stick or broom.
- c. Stay clear and keep at least 20 feet away from the area. The proper way to move away from the line is to shuffle away: take small steps, keeping your feet together and on the ground at all times to minimize the chance for a human path of electric current.
- d. Warn others around you to keep away and call the local utility company immediately.
- e. If someone is harmed by an outdoor wire, call an ambulance, notify the police or fire department, and call the local utility company immediately. Stay away from the wire and the person who was hurt. Do not touch them because they can still conduct electricity through you.
- f. Do not drive over downed lines.

EMERGENCY TELEPHONE NUMBERS

Webster and Bossier Parish

Minden & Vicinity – Fire, Police, Ambulance

911

SOP #25

Revision Level: B

Original Print Date: 11/20/2007

Revision Date: 11/21/2011

Webster Parish Emergency Operating Center	318-377-8222
Webster Parish Sheriff	318-377-1515
Fire Department Minden	318-377-2424
Ambulance Minden	318-371-1855
Hospitals: Minden Medical Center	318-377-2321
Bossier-Willis Knighton	318-752-7000
Shreveport-Schumpert	318-681-4500
Shreveport-Willis Knighton	318-632-4600
FBI-Shreveport	318-221-8439
City Police: Minden	318-377-1212
Doyline	318-745-2429
Louisiana State Police	318-741-7411
Louisiana State Police Hotline	225-925-6595
B.A.T.F. Shreveport	318-676-3301
Metairie	225-589-7113
DEQ 24 hour Notification & Citizen's Complaints	225-342-1234
Poison Control Center	800-256-9822
David Tolbert – Commander's Representative LAAP	318-459-5109
MSgt John Hebert – LAAP Security	318-382-4172
National Response Center	800-424-8802
OSHA – If injury or fatalities occur (Contact within 8 hours)	225-389-0474

Management:

David Smith
David Fincher
Terry Wright
Ken Lampkin
Ferris Callihan
Tommy Burge
Michael Kile
Cliff Morrison
Todd Dietrich
Lionel Koons
Danny Darden

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EXEMPTION 4 - CONFIDENTIAL BUSINESS

COMMENTS : INFORMATION



Security Standard Operating Procedures for CAT III Explosives

Location: Camp Minden (LANG) Minden, La.

Physical: 1600 Java Rd.

Mailing: 1600 Java Rd. Minden, La. 71055

Telephone: (318) 382-8700

Introduction:

Explo Systems, Inc. provides demilitarization and complete explosives waste disposal, services including, characterization, transportation, storage, treatment and disposal. All operations at the Explo Systems, Inc. facility are conducted in accordance with United States Department of Defense, United States Department of Justice of Alcohol, Tobacco, Firearms, and Explosives, United States Occupational Safety and Health Administration guidelines.

Purpose:

The purpose of this SPP is to implement the requirements of Department of Defense DOD 5100.76-M (Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives). It is also intended to provide General Dynamics Ordinance and Tactical Systems with sufficient guidance to ensure safe guarding of materials during performance of subcontract efforts.

References:

1. DOD 5100.76-M August 21. 2000, Physical Security Requirements of

Sensitive Conventional Arms, Ammunition, and Explosives.

2. Site Security Plan (pending clarification for IDS requirement from DSS)
3. 24 hour security provided by Camp Minden (LANG) Military Police and Explo Systems, Inc. staff security officers.

Reports, Records and Documents:

1. Facility Security plan
2. Explo Systems, Inc. Site Security Plan
3. Facility and Magazine Key Control
4. Security Office Logs
5. Intrusion Alarms System Sensors Monthly Test logs (If required)
6. Facility security countermeasures
7. Accountability procedures to include records of inventory
8. Material storage and disposition logs
9. Key control policy

Facility Construction:

The structures where A&E will be stored and processed comply with construction requirements of DOD 4145.26-M Contractors Safety Manual for Ammunition and Explosives (September 1997).

The administrative office is located beyond the Specific Quantity Distance requirements as specified in DOD 4145.26-M Contractors Safety Manual for Ammunition and Explosives (September 1997).

Security Locks and Hasps

The high security locks in use on the Magazine Storage units are (5 pin locks, MK-2 NAPEC) in compliance with the Department of Defense and the Bureau of Alcohol, Tobacco, Firearms and Explosives.

Key and Lock Control

Key control procedures currently being used for the Magazine Storage area and operations building include the following.

1. Documented Key Control Policy
2. Key control to identify individuals who are authorized to have access to keys
3. Key Control Register that includes:
 - a. Name and signature of individual receiving keys
 - b. Date and time of issuance
 - c. Key number or identifying marks
 - d. Signature of individual issuing keys
 - e. Key return date and time
 - f. Name and signature of individual receiving returned keys
4. Complete key control registers will be retained on file for a minimum of one year.
5. Inventories of keys and locks will be conducted bi-annually.

Access Control

Only authorized personnel that have been previously cleared will be allowed to enter the Explo Systems, Inc. complex. Access to the complex is controlled by a staff security officer and controlled check point. The Explo Systems, Inc. operation area is secured by fencing and steel gates that limit vehicle entry into the operation

and magazine areas. Vehicles allowed to enter the complex are subject to vehicle search upon entry and exit.

Perimeter Fencing

The magazine area has a 6 foot chain-link fence inside an outer perimeter fence. The Operations buildings are fenced inside of an outer perimeter fence.

Intrusion Detection System

The IDS is not operational but can be activated if required. This is a pending issue to be resolved by DSS.

Operation Area

Personnel must pass thru security gates prior to approaching Explo Systems, Inc. complex.

Each employee is issued an employee identification card.

All visitors to the facility are escorted at all times by Explo Systems, Inc. personnel. Entries into areas where A&E are located are restricted to employee access only unless management has provided written approval and training has been conducted.

Product Accountability

All materials that are received by Explo Systems, Inc. are inspected, inventoried, and received utilizing a computer generated tracking system and reconciled with the

appropriate shipping documents. Materials are assigned a specific number and tracked thru the entire process as required by Department of Defense and Bureau of Alcohol, Tobacco, Firearms, and Explosives guidelines. All transactions are reconciled daily and reviewed by the Inventory Control Manager to ensure 100% daily account of all materials is maintained.

Incident Reporting

Loss and Discrepancy reporting will be performed in accordance with the following and sub-contract requirements. Notification shall be made immediately, with any written reports to follow within 24 hours after discovering any of the following:

- a. Theft or loss of A&E
- b. Armed robbery or attempted armed robbery of A&E
- c. Forced entry or attempted forced entry into A&E areas
- d. Evidence of illegal trafficking in A&E
- e. Evidence of terrorist activity directed against A&E areas

Notifications

- 1 The Local Law Enforcement Agency shall be notified immediately.
2. The Bureau of Alcohol, Tobacco, Firearms, and Explosives shall be notified immediately.
3. Customer notification within 3 hours of discovering such an event.

Explo Systems, Inc. will work with all Law Enforcement Agencies and Contracting officials to ensure that all the appropriate actions

TARGET SHEET

SITE NAME: EXPLO SYSTEMS INCORPORATED

CERCLIS I.D.: LAR000072223

TITLE OF DOC.: [STANDARD OPERATING PROCEDURES FOR SHIPPING AND RECEIVING EXPLOSIVE MATERIAL, PART 1 OF 2]

DATE OF DOC.: 06/24/2013

NO. OF PGS. THIS TARGET SHEET REPLACES: 78

SDMS #: 9421084 **RELATED#:** 9419639

CONFIDENTIAL ? ☒ **MISSING PAGES ?** ☐

ALTERN. MEDIA ? ☐ **CROSS REFERENCE ?** ☐

LAB DOCUMENT ? ☐ **LAB NAME:**

ASC./BOX #:

CASE #: **SDG #:**

THIS TARGET SHEET REPLACES PAGES 233-310
WHICH HAVE BEEN REDACTED UNDER FOIA
EXEMPTION 4 - CONFIDENTIAL BUSINESS

COMMENTS : INFORMATION